SINGLE FAMILY DWELLING NEW CONSTRUCTION COMPLAINT FORM

REV. 08/09/2012

Note: Please complete this form by typing or printing in dark ink.

RETURN COMPLETED FORM TO:

Mr. Jim Bozeman, Field Operations Manager
Department of Housing, Buildings and Construction
Division of Building Code Enforcement
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405

Notice to Homeowner: The Kentucky Building Code (KBC) and the Kentucky Residential Code (KRC) do not apply to site-built single family dwellings where the construction was permitted or commenced prior to July 15, 1998 unless the local government has extended the application of the code by local ordinance. Homes where the permit is issued or construction is commenced after July 15, 1998 are required to be built in compliance with the KRC, regardless if the local government has an inspection program for single family dwellings. In any case, the KRC does apply to single family dwellings that are industrialized building systems (modular homes) or site-built trade-name/ or brand-name homes. All HUD Manufactured Homes are exempt from state and local building codes.

Today's Date: _____

I, _____ , am filing a written complaint against the ☐ **Building Inspector**
(Signature of Complainant)
that was involved in the construction of my personal residence.

COMPLAINANT NAME: _____

MAILING ADDRESS: _____
STREET   CITY   STATE   ZIP CODE

PHONE NUMBERS: HOME (_____) _____ - _____ .   WORK (_____) _____ - _____ .

LOCATION OF RESIDENCE

SUBDIVISION: _____ LOT NUMBER: _____

STREET: _____

CITY: _____ WITHIN CITY LIMITS: ☐ YES ☐ NO ☐ UNSURE

COUNTY: _____ DATE PERMIT ISSUED: _____

DATE CONSTRUCTION STARTED: _____ DATE CONSTRUCTION FINISHED: _____

LOCAL GOVERNMENT HAS INSPECTION PROGRAM FOR SINGLE FAMILY DWELLINGS ☐ YES ☐ NO ☐ UNSURE

INSPECTOR NAME: _____ CERTIFIED 1 & 2 FAMILY ☐ YES ☐ NO ☐ UNSURE

WORKS FOR CITY OR COUNTY GOVERNMENT OF _____

MAILING ADDRESS: _____
STREET   CITY   STATE   ZIP CODE

PHONE NUMBERS: HOME (_____) _____ - _____   WORK (_____) _____ - _____ .

CONTINUED ON REVERSE SIDE

NOTE: Please use the following area to state the nature of your complaint. You may wish to include photographs to describe the problems with your home and copies of contracts or other pertinent documentation. Please attach additional pages if necessary and **please type or print neatly**.

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☐ I have attached _____ additional sheets for my complaint.   ☐ I have attached _____ photographs for my complaint.